



FIRST THINGS FIRST

Quality First Program Coordinator

First Things First (AZ Early Childhood Development and Health Board), is a public agency that exists to increase the quality of, and access to, the early childhood development and health system that ensures a child entering school comes healthy and ready to succeed. Passed by voter initiative in 2006, First Things First operates through a tax on tobacco products. Governed by a state board and thirty-one Regional Partnership Councils, First Things First is a decentralized organization that engages diverse constituencies to accomplish its mission. Organizational values include a focus on accountability, transparency, coordination, collaboration and on the outcomes that will ensure young children start kindergarten ready for school and life.

Job Summary:

The Quality First Program Coordinator will assist with planning, coordinating and administering Quality First, Arizona's quality improvement and rating system. Quality First is a signature First Things First strategy to measure and improve the quality of early care and education settings in Arizona, as well as to provide information to assist families to select quality care for their young children. The Program Coordinator will participate in the development and implementation of the Quality Rating System, facilitate program compliance monitoring activities, manage Quality First customer service correspondence, calculate and assign star ratings based upon submitted evidence, participate in appropriate First Things First and Quality First meetings and perform other tasks as assigned by the Quality First Director.

Distinguishing Characteristics:

The Quality First Program Coordinator must have a strong knowledge of and experience with early childhood education and learning, as well as the ability to collaborate within a team to administer the Quality First Improvement and Rating System. The position requires the ability to work productively with a team, flexibility and initiative in designing and implementing new programs, within the field of early childhood education. This position will be required to partner and consult with multiple internal staff and external stakeholders in the field.

Typical Duties and Responsibilities:

- Assist in implementation of the Quality First Rating System, i.e. review and analyze submitted evidence for Quality First assessments, calculation of points and assignment of Star Rating.
- Assist the Director in communicating with grantees, participants and other community members about Quality First including management of Quality First customer service correspondence and the Quality First database message board.
- Assist the Director in program compliance monitoring including site visits, database review and reporting audits.
- Respond to requests from FTF staff and grantees for information and/or assistance promptly, professionally and courteously.
- Participate in Technical Review Teams to review grant applications, contracts, governmental-to-governmental agreements, amendments, and renewals to ensure that the overall scope and intention of the services, including the standard of practice, is properly addressed and documented.
- Actively participates in meetings of the Quality First Team, Early Learning Implementation Team, Quality First Collaboration, FTF staff, Program Division, and all other meetings as requested.

Qualifications:

- Bachelor's or Master's Degree in early childhood education, child development, education, educational leadership or a closely related field.
- Extensive experience in early childhood education / early learning settings.
- Ability to work collegially and effectively within a team environment.
- Flexible and adaptable.
- Effective communicator, orally and in writing.
- Commitment to uphold high ethical standards.

Review of resumes will begin on June 27, 2011 and continue until the position is filled. For consideration, please submit your cover letter, comprehensive resume and three professional references to:

www.azstatejobs.gov

In the AZ State Personnel System, the position is classified as a Grade 22 with a salary range of \$43,239.66 - \$73,779.47. The position is not covered under the State of Arizona Merit system rules. The State of Arizona offers an outstanding comprehensive benefits package.